



STATE OF IDAHO
invites applications for the position of:

HVAC/R Technician

SALARY: \$23.26 - \$30.24 Hourly
DEPARTMENT: Division of Military
OPENING DATE: 10/19/21
CLOSING DATE: 11/02/21 11:59 PM
DESCRIPTION:

STATE OF IDAHO
MILITARY DIVISION
Human Resource Office (HRO)
State Personnel Branch
4794 General Manning Avenue, Building 442
Boise, Idaho 83705-8112
Telephone: (208) 801-4273

STATE VACANCY ANNOUNCEMENT

Registers established from this announcement may remain valid up to one year to fill vacancies within the same classification and position type.

ANNOUNCEMENT NUMBER:	21-98-MN
AREA OF CONSIDERATION:	Open to current, enlisted members (E-7 and below) of the Idaho National Guard
POSITION TITLE:	HVAC/R Technician
PAY GRADE:	NGA-8
POSITION CONTROL NUMBER:	5063
CLASS CODE:	20202
SALARY RANGE:	\$23.26 to \$30.24 hourly (\$48,378 to \$62,894 annually)
FLSA CODE:	Covered
DUTY LOCATION:	Military Division, Idaho Air National Guard, 124 Civil Engineer Squadron, Gowen Field, Boise, ID
TYPE OF POSITION:	Military Nonclassified; Army or Air; Enlisted
COMPATIBLE MILITARY FIELD:	Not Applicable

**JOB TITLE: HEATING, VENTILATION, AIR CONDITIONING AND REFRIGERATION
(HVAC/R) TECHNICIAN
POSITION CONTROL NUMBERS: 5063 & 5102
CLASS CODE NUMBER: 20202
SALARY GRADE: NGA-8**

INTRODUCTION: These positions are assigned to the Base Civil Engineer (BCE) Shop, 124 CES/124 MSG, Idaho Air National Guard (IDANG), functioning within the State of Idaho – Military Division. The primary purpose of these positions is to provide HVAC/R maintenance, technical troubleshooting and repair support to the customers of the BCE Shop.

EXAMPLE OF DUTIES:

DUTIES AND RESPONSIBILITIES:

1. Performs duties involving installation, recurring maintenance, evaluation, modification, repair on Energy Monitoring and Control Systems (EMCS); Heating, Ventilation, Air Conditioning, and Refrigeration (HVAC/R) equipment, chiller equipment, and any related components or systems.
2. Troubleshoots, maintains, calibrates, tests and repairs EMCS, HVAC/R, air handlers, blower assemblies, chillers and control systems involving Direct Digital Control (DDC), electronic, pneumatic and hydraulic components. Adjusts controls and devices to maintain them within specified tolerances, regulate temperatures, pressures and air flow to achieve equipment reactions in accordance with changing environmental conditions or desired operating requirements. Tests and adjusts instruments to accommodate critical tolerances and accuracies. Uses specialized equipment to balance air and water flows in HVAC systems. Provides information and statistical data to the Controls Technician for the Energy Management Program.
3. Repairs and maintains various cooling systems. Checks system gauges and instruments, which indicate levels of water, oil, refrigerant, and air pressure. Inspects for leaks and faulty functioning and proper operation. Repairs and replaces equipment to include compressors, water pumps, fans, coils, electric controls, gauges, valves, meters, solenoids, humidistat and thermostats. Maintains proper levels of water, oil and refrigerants in the system as specified by operating maintenance guidelines.
4. Repairs and maintains ventilation systems. Repairs and maintains specialized systems for aircraft hangers and engine repair facilities. Duties may include repair or replacement of motors, fan assemblies, v-belts, dampers, and actuators. Regular inspections and maintenance is required through a recurring maintenance program.
5. Interprets mechanical and electrical blueprints, engineering and architectural drawings and project specifications; recognizes standard electrical and HVAC symbols used in design; performs material take-off and prepares bill of materials; estimates labor requirements; applies knowledge of industry HVAC standards and codes to prepare layouts, sketches, and technical plans.
6. Safely utilizes and operates tools and equipment commonly associated with HVAC/R equipment and electrical work, including digital volt-ohm-amp meter, refrigerant recovery and installation equipment, recording meters, manufacture's test instruments, system diagnostic software, laptop, palmtop, and other computers and programs.
7. Follows EPA, State, and Federal regulations when working with refrigerants. Properly tracks and records all refrigerants being removed or installed while recharging or disposing of HVAC/R equipment. Provide records for the Refrigerant Manager to review.

8. Accurately estimates time and materials for HVAC/R jobs using acceptable estimating standards.
9. Travels in or out of the State of Idaho for specialized equipment training as needed.
10. Promotes a respectful workplace that complies with policies of the Adjutant General. Observes and ensures compliance with all applicable laws, rules, regulations and policies and serves as a role model for the Whistleblower Protection Program, EEO, security and workplace safety practices, policies and regulations at all times. Maintains a safe and drug/alcohol free workplace.
11. Performs other related duties or projects as necessary or assigned. May also include seasonal groundskeeping duties as necessary or assigned.

SUPERVISORY CONTROLS: Incumbent performs work under the supervision and direction of the BCE Shop Supervisor or Team Leader, as designated, and uses applicable regulations, policies and procedures for technical guidance.

PERSONAL WORK CONTACTS: Works closely with military, federal technician, and state personnel of the Idaho National Guard and Idaho Military Division. May have personal contact with many individuals at all levels of command, government and in the private sector.

WORKING CONDITIONS / PHYSICAL EFFORT: Works inside and outside in inclement weather. May be exposed to icy, wet and slippery surfaces and temperature extremes. Subject to the dangers from exposure to high noise levels and moving equipment. Physical efforts include climbing, stooping, standing for extended periods, bending, stretching, and working in tiring and uncomfortable positions. Subject to climbing ladders to include exterior building ladders in order to access commercial building rooftops in all weather conditions. Requires moderate to strenuous physical exertion. May be required to operate heavy equipment to include but not limited to man lifts, dump trucks, fork lifts and loaders. Lifts heavy equipment and components weighing up to 60 pounds and with assistance items weighing over 100 pounds. Incumbent may occasionally be required to work other than normal duty days, and/or extended/irregular duty hours. Some travel, via all modes of transportation, is required for work and training. Travel may require overnight stays for short durations.

FLSA Overtime Code: C (Covered; time and one-half)

EEOC: F08 (Skilled Craft)

WCC: 9015

JULY 2020

MINIMUM QUALIFICATIONS:

QUALIFICATION REQUIREMENTS:

Mandatory Requirements (conditions of employment)

- Must be an enlisted member (E-7 or below) of the Idaho National Guard.
- Must have and maintain a valid and unrestricted state issued driver's license (from any state) and meet qualifications for a military driver's license.
- Must have, or be eligible to obtain, and maintain a favorable T3 (SECRET) Federal Background Investigation. If a selected candidate does not have a current favorable T3, as a condition of employment he/she must submit to the investigation process immediately upon hire/appointment. *(At a minimum, a favorable suitability determination by the State Security Manager is required prior to appointment into this position.)*
- Must possess or be able to obtain EPA certification. (For example, Universal Certification for the Processing CFC/HCFC Refrigerants)

Knowledge, Skills and Abilities (KSAs)

Applicants must have 18-months of specialized experience related to the duties as specified below.

- Thorough knowledge of the proper technical and safety practices relating to the HVAC/R field to include the ability to safely use hand and power tools associated with the HVAC/R field.
- Thorough knowledge of the refrigeration cycle, properties, standards, and EPA regulations. Ability to properly determine Superheat/Subcooling.
- Skill and ability to interpret basic sketches, complex control schematics, detailed blueprints, and specifications, and Environmental Protection Association regulations relating to the HVAC/R field.
- Knowledge of HVAC Mechanical Codes, the National Electrical Code and ASHRAE standards.
- Skill and ability to troubleshoot and repair complex systems such as large air conditioning and refrigeration units, compressors, pumps, electrical motors, variable speed drives and other parts of ventilation systems.
- Ability to diagnose and repair HVAC/R controls and computer-controlled systems.
- Ability to be effective and efficient in organizing, planning and scheduling projects.
- Ability and skill to proficiently estimate labor man-hours and materials accurately for HVAC/R jobs using acceptable estimating standards.

CONDITIONS OF EMPLOYMENT:

- a. Each person hired will be required to provide verification of eligibility to work in the United States and may be subject to a criminal background check.
- b. Refer to the position description for the Mandatory Requirements for this position.
- c. Military Nonclassified employees are required to comply with military standards and wear the appropriate uniform.
- d. Incumbent must be a current enlisted member of the Idaho National Guard. Loss of military membership or compatible military grade/status will result in loss of employment.
- e. The State of Idaho, Military Division is an Equal Opportunity employer. Selection for this position will be made without regard to race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), genetic information, political affiliation, marital status, and disability or age (which does not interfere with job accomplishment or job eligibility based upon the position description Mandatory Requirements). Appropriate consideration shall be given to veterans in accordance with applicable state and federal laws and regulations.

PERSONNEL MANAGER CERTIFICATION: The title, series, grade, duties and responsibilities are complete and accurate as written and a current or projected vacancy exists as advertised.

Gloria A. Duncan
Supervisory Human Resource
Specialist
Military Division – State Personnel
Branch

SUPPLEMENTAL INFORMATION:

If you are unable to apply online, please contact the HRO office by phone 208-801-4273 or email hrobypass@imd.idaho.gov to discuss alternative options.

Thank you for your interest in employment with the Idaho Military Division.

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.governmentjobs.com/careers/idaho>

Position #21-98-MN
HVAC/R TECHNICIAN
GD

304 North 8th Street
Boise, ID 83720

idhr@dhr.idaho.gov

HVAC/R Technician Supplemental Questionnaire

- * 1. **Mandatory Requirement (condition of employment)**: Must be an enlisted member (E-7 or below) of the Idaho National Guard. Provide your military grade, job title, MOS/AFSC and unit of assignment.
- * 2. **Mandatory Requirement (condition of employment)**: Must have and maintain a valid and unrestricted state issued driver's license (from any state) and meet qualifications for a military driver's license.

Provide written response regarding your willingness and ability to meet this condition of employment (have and maintain). Identify if you already have a military license or willing to obtain. DO NOT provide license info here.

- * 3. **Mandatory Requirement (condition of employment)**: Must have, or be eligible to obtain, and maintain a favorable T3 (SECRET) Federal Background Investigation. If a selected candidate does not have a current favorable T3, as a condition of employment he/she must submit to the investigation process immediately upon hire/appointment. *(At a minimum, a favorable suitability determination by the State Security Manager is required prior to appointment into this position.)*

Provide written response regarding your eligibility, willingness and ability to meet this condition of employment.

- * 4. **Mandatory Requirement (condition of employment)**: Must possess or be able to obtain EPA certification. (For example, Universal Certification for the Processing CFC/HCFC Refrigerants)

Provide written response if you already possess the certification or if not indicate your willingness and ability to meet this condition of employment.

- * 5. KSA: **Thorough knowledge of the proper technical and safety practices**

relating to the HVAC/R field to include the ability to safely use hand and power tools associated with the HVAC/R field.

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **18-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, etc.*

- * 6. KSA: **Thorough knowledge of the refrigeration cycle, properties, standards, and EPA regulations. Ability to properly determine Superheat/Subcooling.**

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **18-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, etc.*

- * 7. KSA: **Skill and ability to interpret basic sketches, complex control schematics, detailed blueprints, and specifications, and Environmental Protection Association regulations relating to the HVAC/R field.**

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **18-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, etc.*

- * 8. KSA: **Knowledge of HVAC Mechanical Codes, the National Electrical Code and ASHRAE standards.**

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **18-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, etc.*

- * 9. KSA: **Skill and ability to troubleshoot and repair complex systems such as large air conditioning and refrigeration units, compressors, pumps, electrical motors, variable speed drives and other parts of ventilation systems.**

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **18-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, etc.*

- * 10. KSA: **Ability to diagnose and repair HVAC/R controls and computer-controlled systems.**

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **18-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, etc.*

- * 11. KSA: **Ability to be effective and efficient in organizing, planning and scheduling projects.**

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **18-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, etc.*

- * 12. KSA: **Ability and skill to proficiently estimate labor man-hours and materials accurately for HVAC/R jobs using acceptable estimating standards.**

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **18-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, etc.*

- * 13. Unqualified or incomplete applicant packets will not be forwarded.
Do you certify you attached any supporting/required documentation and given detailed written responses with your application packet before submitting?

☐ Yes ☐ No

- * 14. Do you certify that all of the information and attached documents to this application are true, correct, complete and made in good faith? (This will constitute your official signature.)

☐ Yes ☐ No

- * Required Question